

ORD CAREER SERVICE PANEL MINUTES

22 - 24 APRIL 1987

ORD MANAGEMENT CONFERENCE

22-24 APRIL 1987

<u>ATTENDEES</u>	<u>25X1A9a</u>	<u>TITLES</u>
Dr.		D/ORD, Chairman
Mr.		DD/ORD
Mr.		C/CTG/ORD
Mr.		C/PATG/ORD
Dr.		C/ACS/ORD
Mr.		C/PERD/PATG/ORD
Dr.		C/AMRD/PATG/ORD
Dr.		C/ISRD/PATG/ORD
Dr.		C/SMRD/CTG/ORD
Mr.		C/APRD/CTG/ORD
Mr.		C/CRD/CTG/ORD
Dr.		ORD Recruitment Coordinator
Ms.		EO/ORD
Mr.		C/SB/MS/ORD, Exec Secy
Ms.		Pers Asst/ORD, Recording Secy
*Ms.		C/CS/ORD
*Ms.		Security Officer/ORD
*Mr.		Comp Ops Mgr/ORD
*Ms.		Secretary/PERD/PATG/ORD

*Not present for comparative evaluations.

1. Comparative evaluations were completed for employees in grades GS-07 thru 14. Evaluation sheets are attached. (See Attachment A)

2. Specific action items discussed during the conference are attached. (See Attachment B)

3. The following promotion recommendations were reviewed and approved.

GS-07 to GS-08

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 ORD/ACS

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GS-08 to GS-09

25X1A9a

ORD/PATG/AMRD

GS-09 to GS-10

25X1A9a

ORD/PATG/PERD

GS-10 to GS-11

25X1A9a

ORD/MS/DMB
ORD/CTG/SMRD

GS-11 to GS-12

25X1A9a

ORD/PATG/ISRD
ORD/CTG/SMRD

GS-12 to GS-13

25X1A9a

ORD/PATG/PERD

GS-13 to GS-14

25X1A9a

ORD/PATG/AMRD
ORD/CTG/SMRD

GS-14 to GS-15

25X1A9a

ORD/PATG/ISRD
ORD/CTG/CRD
ORD/CTG/SMRD
ORD/CTG/APRD
ORD/CTG/APRD
ORD/CTG/CRD

4. The CSP members discussed and approved Quality Step Increases for the following employees:

25X1A9a

GS-14 ORD/PATG/ISRD
GS-10 ORD/PATG/AMRD
GS-13 ORD/CS

5. Following the individual rankings of each employee, the CSP members reviewed a consolidated listing of the GS-11 to GS-14 female and minority ORD careerists who were ranked in Category I or Category II (See Attachment C). Promotions, training requirements, and rotational assignments were discussed in compliance with current DS&T policy.

6. ORD Management will review the number of available GS-15 positions required for the promotions to GS-15 at a future mini-CSP meeting.

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7. Training requirements for senior ORD professional/technical officers were discussed. Group/Division Chiefs were requested to consider members of their staffs for the Senior Officer Training Schools and provide feedback to EO/ORD by 22 May 1987.

a. Career Development Course
25X1A9a

[REDACTED] is recommended to attend the Spring 1988 Career Development Course (CDC).

25X1A9a

[REDACTED] is recommended to attend the Fall 1988 Career Development Course (CDC).

25X1A9a

[REDACTED] is recommended as an alternate and possible nominee for a future running of CDC.

b. Midcareer Course

25X1A9a

Mr. [REDACTED] are recommended for a future running of the Midcareer Course.

8. DD/ORD presented the CSP with a new training profile for all technical officers and managers in ORD. Mandatory internal courses and electives were discussed (See Attachment D). Participation in the OD&E manager's course was encouraged.

The development of an "ORD Security Orientation" was recommended in order to familiarize new employees with ORD security practices. The "Introduction to ORD", a mini course for new employees, will be scheduled at a later date. "Updating of the ORD Security Handbook" and "ORD Employee Handbook" was also recommended. C/PATG suggested ORD officers might want to enroll in the COFC, which would provide them an understanding of DO customs and customers.

9. EO/ORD briefed ORD Managers on the status of the newly formed secretarial career system and the recruitment/staffing requirements for 1987.

10. C/CS gave a slide presentation depicting the results of a recent ORD survey on the needs and concerns of employees involved in contact negotiation. A mini-contract course will be developed based on the feedback received from this survey.

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11. SO/ORD gave a briefing on the planned demonstration at the Headquarters compound scheduled for 27 May 1987. Concerns of ORD employees, should the demonstration also occur at the Ames Building, should be transmitted to her office.

25X1A9a

Executive Secretary

APPROVED:
25X1A9a

[REDACTED]

Chairman, ORD Career Service Panel

6/10/87

Date

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ACTION REQUESTED AT THE ORD/CSP MEETING

22-24 APRIL 1987

ACTION

COMPLETED

EO/ORD:

- 1) Recommend Level II and Level III secretarial positions for upgrading to Level III and Level IV respectively.
- 2) Discuss recommendations at ORD Secretarial Career Service Panel meeting.
- 3) Consider reassignments for secretaries within ORD.

C/SB:

25X1A9a

- 1) Obtain a PAR on [REDACTED]
- 2) Sponsoring memo to CT Program on

25X1A9a [REDACTED]

30 Apr 87

C/CS:

- 1) Need recommendation for QSI for

25X1A9a [REDACTED]

25X1A9a

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ORD TRAINING PROFILES

(.....OTE QUOTA COURSES.....)

(.....S&T QUOTA COURSES.....)

Name	POCM	AIS	Mid	LKG	LSB	Mgmt	Supv	Brief	Ldrshp	S&T	Cont	Proc	Crowley	Intel	Brief	OS	Wrtg	Psn	Prog	RECOMMENDATIONS
			Car	Gls		Dev	Coun	Crs	CDC	Sem	Fcstg	Mgmt	Crs	Sem.	Crs	Mater	Orien	in	Sec	& Budg
25X1A9a												X		X						
	X					X			X			X		X						
												R								
					X							X		X						
		X										W		X						
	X		X									X								
												X		X						
												R								
												W		X				X		
												X								
				X		X	X			X		X		X						X
			X								X						X			
											W		X		X					

Key: R - Requested
X - Completed
W - Waived

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ORD TRAINING PROFILES

(.....OTE QUOTA COURSES.....)

(.....S&T QUOTA COURSES.....)

Name
25X1A9a

POCM	AIS	Mid	LKG	LSB	Mgmt	Supv	Brief	Ldrshp	S&T	Cont	Proc	Crowley	Intel	Brief	OS	Wrtg	Psn	Prog	Mgmt	
		Car	Gls		Dev	Coun	Crs	CDC	Sem	Fcstg	Crs/Acq	Eng	Proc	Tech	Orien	in	Sec	& Budg	CRS	
											Mgmt	Crs	Crs	Mater	Crs	S&T	Crs	CRS		
											X									
											R									
											W		X							
											X		X							
											X		X							
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											W		X							

RECOMMENDATIONS
(April 1987)

Key: R - Requested
X - Completed
W - Waived

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(.....OTE QUOTA COURSES.....) (.....S&T QUOTA COURSES.....)

Name	25X1A9a	POCM	AIS	Mid Car	LKG Gls	LSB	Mgmt Dev	Supv Coun	Brief Crs	CDC	Ldrshp Sem	S&T Fcstg	Cont Proc Crs/Acq Mgmt Crs	Crowley Eng. Sem	Intel Proc Crs	Brief Tech Mater	OS Orien Crs	Wrtg in S&T	Psn Sec Crs	Prog Mgmt & Budg CRS	RECOMMENDATIONS (April 1987)
														R				X			
													X	X							
				X			X						X	X							
				X									W	W							
				X	X								X	X							
													X	X			X				
					X	X	X	X	X				W	X							
													X			X	X				
													X	X	X	X					
				X	X								W	W							
								X					W	W							
													X								

Key: R - Requested
X - Completed
W - Waived

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WORD TRAINING PROFILES

(..... OTE QUOTA COURSES)

(.....S&T QUOTA COURSES.....)

Name
25X1A9a

[illegible]

Key: R - Requested
X - Completed
W - Waived

(4)

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(..... OTE QUOTA COURSES)

(..... S&T QUOTA COURSES.....)

Name	POCM	AIS	Mid	LKG	Car	Gls	LSB	Mgmt	Supv	Brief	Ldrshp	S&T	Cont	Proc	Crowley	Intel	Brief	OS	Wrtg	Psn	Mgmt	Prog	RECOMMENDATIONS
								Dev	Coun	Crs	CDC	Sem	Postg	Mgmt	Crs.	Sem	Proc	Tech	Orien	in	Sec	& Budg	(April 1987)
25X1A9a												X		W		X							
														X		X							
														X									
											X			X		X		X					
	X											X		W		X							
														W									
							X		X					W		W		X					
														X						X			
														W		W							
														R									
										X				W		X							
											X			X		X							

Key: R - Requested
X - Completed
W - Waived

(5)

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ORD TRAINING PROFILES

(.....OTE QUOTA COURSES.....)

(.....S&T QUOTA COURSES.....)

Name	POCM	AIS	Mid Car	LKG GLS	LSB	Mgmt Dev	Supv Coun	Brief Crs	CDC	Ldrshp Sem	S&T Fcstg	Cont Crs/Acq. Mgmt Crs.	Proc Eng. Sem	Crowley Intel Proc Crs	Brief Tech Mater	OS Orien Crs	Wrtg in S&T	Psn Sec Crs	Prog Mgmt & Budg CRS	RECOMMENDATIONS (April 1986)
25X1A9a	X		X	R								X		X						
	R			X		X						X		X						
		X	X									W		X						
		X								X		W		X						
												X		X				X		
			X		X	X		X				X								
												X								
	X		X					X				W		X					X	
												R								
												X								
			X	X	X		X					W		X						
												X							X	

Key: R - Requested
 X - Completed
 W - Waived

(S) EYES ONLY

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ORD TRAINING PROFILES

(.....OTE QUOTA COURSES.....)

(.....S&T QUOTA COURSES.....)

Name																							RECOMMENDATIONS (April 1987)
	POCM	AIS	Mid Car	LKG GLs	LSB	Mgmt Dev	Supv Coun	Brief Crs	CDC	Sem	Ldrshp Fcstg	S&T Mgmt	Cont Proc Crs/Acq. Crs.	Crowley Eng. Sem	Intel Proc Crs	Brief Tech Mater	OS Orien	Wrtg in	Psn Sec	Prog Mgmt & Budg CRS			
25X1A9a	X					X		X		R			W	X									
													W	W									
													W										
			X		X					X			W	X									
													R				X						
													R										

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25X1A9a

CSP RECOMMENDATION FOR SENIOR SERVICE SCHOOLS
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SEPT 85 RECOMMENDATIONS 25X1A9a

APRIL 86 RECOMMENDATIONS

25X1A9a

OCT 86 RECOMMENDATIONS

25X1A9a

HARVARD - Nat & International Security -

HARVARD - Nat & International Security -

HARVARD - Prog/Senior Mgrs in Govt -

Senior Managers in Govt -

Management Development -

BROOKINGS - Outlook on Issues in S&T -

BROOKINGS - Outlook on Issues in S&T -

BROOKINGS - Outlook on Issues in S&T -

Perspectives/Public Policy -

- Perspectives on Pub Policy -

DUKE Advanced Mgmt Program -

EXECUTIVE SEMINAR CENTERS

S&T & Public Policy -

National Security Policy -

Exec Development Center -

Fed Personnel Mgmt Issues -

Managerial Competencies

& Effectiveness Charac-

teristics for Execs

- National Issues Forums -
(National Security Strategies
Dealing with Terrorism & Low
Level Conflict)

EXECUTIVE SEMINAR CENTERS

Fed Personnel Mgmt Issues -

Managerial Competencies

& Effectiveness Charac-

teristics for Execs

Attended 